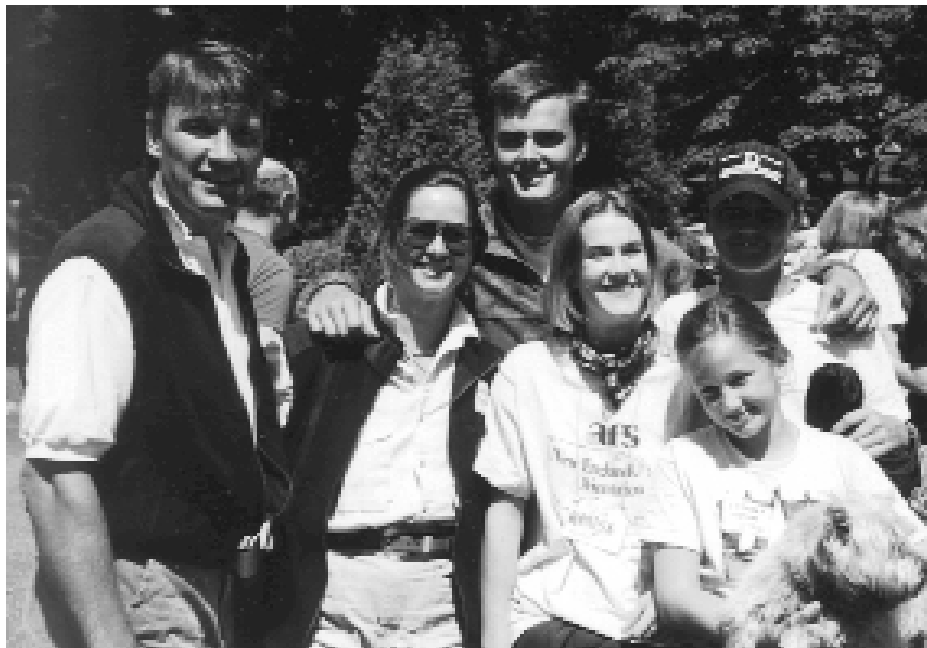




Second Arrival Orientation Handbook





AFS Orientation Site Policies

Our objective is to ensure your safe and on time arrival in your host community, and your ability to participate fully in all scheduled orientation activities. For this reason, we have established the following site policies. Your full compliance is required without exception.

- All standard AFS rules are in effect immediately upon your arrival on site, therefore, no drugs, driving or hitchhiking. Any violations of these rules, or any others as were described in the written materials that you have received, will result in the immediate termination of your participation in this program.
- Absolutely no alcohol is permitted during the orientation.
- No visitors are permitted.
- You may not leave the orientation site for any reason, unless a group activity is off site and then everyone will go together without exception.
- All orientation sessions are mandatory. You are expected to be on time and participate fully in all activities.
- Your nametag must be worn and clearly visible at all times.
- Shoes and appropriate clothes must be worn whenever you are not in your assigned room.
- Be sure to secure all valuables. AFS will not be responsible for lost or stolen items.
- Use of the hotel pool, spa and/or gym areas is strictly prohibited.
- You are not permitted to switch assigned rooms.
- You must be in **your own** room no later than 11 pm. No loud music or loud talking permitted. The next few days will be very long and stressful; therefore, we strongly recommend that you get to sleep as early as possible.
- After the 11 pm curfew, do not open your room door to anyone you can not identify as your group leader or one of the AFS staff members. Your group leader will conduct a bed check after curfew to make sure that everyone is in their own rooms.
- Do not leave your room until it is time for breakfast as indicated on your schedule.
- If you need assistance or have questions, see one of the staff or volunteers. A designated person will be on call and available 24 hours per day during the orientation. After hours you can locate the on-call staff or volunteers by calling extension _____ from the phone in your room.
Yellow signs identify group leader and staff member rooms.
- Your group leader is _____ and can be located after hours in room _____.
The Orientation Director is _____ and can be reached in room _____.
- They will be available at any hour to help you in any way. If you can not locate your group leader or the Orientation Director, you can call the following cell phone at:
_____.

Common Ground Rules or “Norms”

- Be prompt.
- If you don't understand something, wave your hand and repeat the word or phrase in question when called upon. Another member of the group will then try to translate for you.
- Do not talk while the leader or another person is addressing the group
- Your input is important. Please participate as much as you are able.
- Don't be a “Yes man” (or “Yes woman” for that matter). The goal is not to agree -- it is about hearing and exploring different perspectives.
- Be aware of your body language and nonverbal responses -- they can be as respectful or disrespectful as words.
- Give others a chance to contribute – don't be the first to respond to every question.
- If you need to take a personal break before the scheduled break time, please do.
- Try to have some fun while learning!
- Others?

AFS-USA Arrival Orientation Objectives 2008

Logistics

By the end of the orientation participants will:

- Submit their **Health Addendum Form**
- Complete the **Visa Information Card**
- Receive **AFS ID card** (and contact info for local rep / liaison);

Cultural Adjustment and Coping – 45 minutes

By the end of the session participants will:

- Reflect on the cultural adjustment cycle;
- Identify one or more challenges they may face between now and the Post-Arrival Orientation;
- Identify one or more coping strategies for dealing with anticipated challenges.

AFS and You

By the end of the session participants will:

- Identify their responsibilities as AFS participants;
- Review how they can help ensure their own safety and well-being accordance with AFS rules and safety guidelines;
- Identify the Support structure of AFS.

Culture Learning

By the end of the session participants will:

- List basic “dos and taboos” in the following three areas:
 - at home,
 - at school,
 - in the community;
- Receive and be encouraged to complete the Participant/Host Family Questionnaire within the first week after arrival;

Goals and Expectations

By the end of the session participants will be able to:

- Reflect on and record their motivation for becoming an AFS participant and their hopes for the experience;
- Evaluate their orientation experience.

The AFS Mission Statement

AFS-USA works toward a more just and peaceful world by providing international and intercultural learning experiences to individuals, families, schools, and communities through a global volunteer partnership.

The Core Values and Attributes of AFS

AFS enables people to act as responsible, global citizens working for peace and understanding in a diverse world. It acknowledges that peace is a dynamic concept threatened by injustice, inequity, and intolerance.

AFS seeks to affirm faith in the dignity and worth of every human being and of all nations and cultures. It encourages respect for human rights and fundamental freedoms without distinction as to race, sex, language, religion, or social status.

AFS activities are based on our core values of dignity, respect for differences, harmony, sensitivity, and tolerance.

AFS Learning Objectives

Knowledge

- Be aware of yourself as a cultural being and know attributes of your own culture and society.
- Know how to communicate in the language/expressions and social context of the host environment.
- Know key attributes of the host culture.
- Understand the global links and connectedness of events between your host and home cultures.

Attitudes

- Accept responsibility for yourself and your own actions.
- Be concerned for and sensitive to the need/aspirations and values of others.
- Value diversity—see differences as a source of strength rather than as a threat.
- Be committed to solving problems among individuals, among groups and among nations.

Skills

- Think critically.
- Adapt to different lifestyles.
- Act in a way that is appropriate to the host culture.
- Resolve conflicts from a win-win perspective.



AFS Support Chain of Communication

Hosted Participant – *AFS-USA hosts approximately 2700 participants annually.*

Host Family Member – *Many host families have sent their own children abroad, were AFS participants themselves or have hosted previously. If you have a question or concern a host family member should be the first person you ask.*

AFS Liaison – *Each participant and host family is assigned a local volunteer or liaison. Throughout the program your AFS liaison will contact both you and your host family each month. It is important to remember however, that you needn't wait for your liaison to contact you. In fact, we urge you to ask for assistance at any time, just to check in and before small difficulties and misunderstandings grow into larger problems.*

AFS Chapter or Area Team Support Coordinator – *Your liaison will keep the Chapter or Area Team Support Coordinator apprised of any important matters concerning you and your host family, and serves as a resource to help resolve any issues or questions that may arise.*

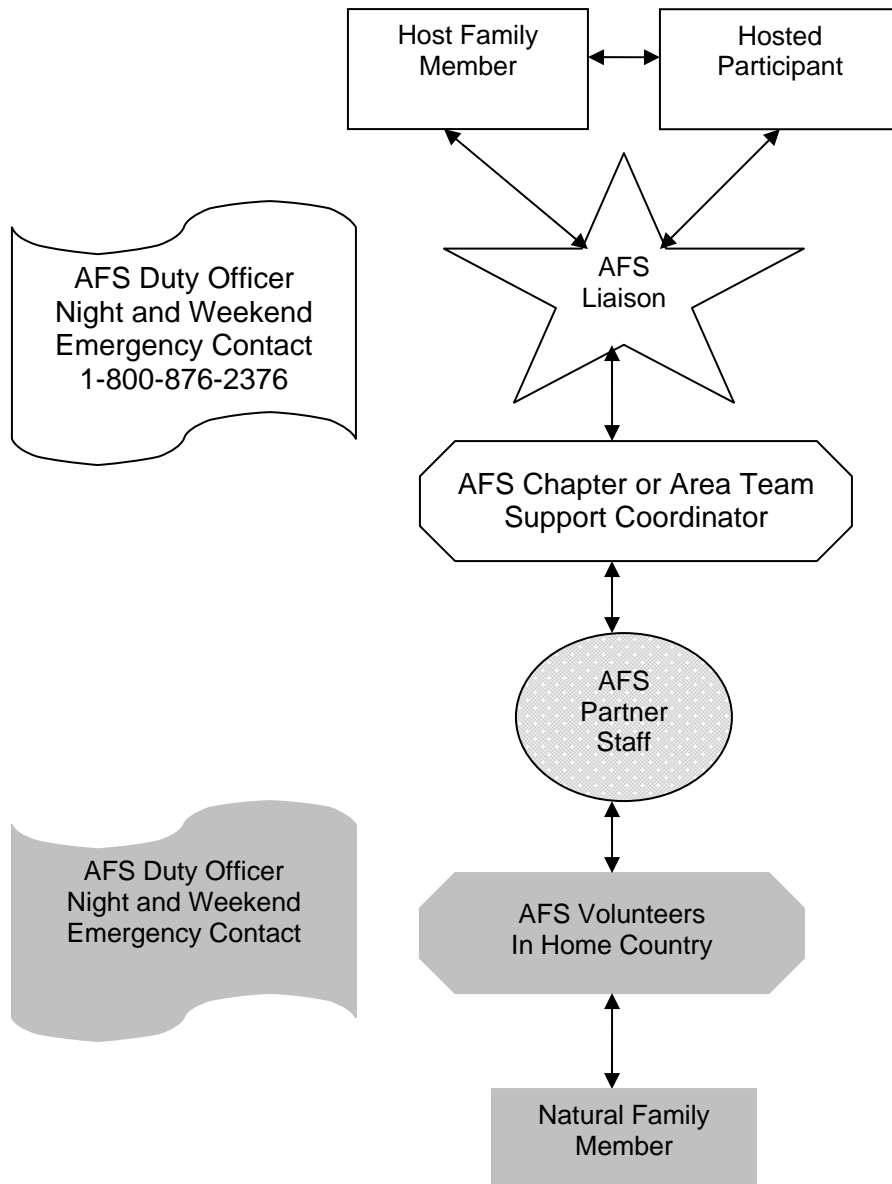
AFS Duty Officer – *In case of an emergency outside of regular business hours and you are unable to reach your liaison, you would contact the AFS Duty Officer. An emergency might be a car accident, serious illness and/or hospitalization of your host son or daughter, any situation in which the police are involved.*

AFS Staff in Partner Country – *AFS staff in the U.S. and in your home country work with volunteers in their respective countries to resolve those issues and questions that can't be resolved at the local level.*

AFS Volunteers in the Home Country – *The volunteer structure varies around the world, but in every AFS partner country you will find volunteers who serve as a bridge between the parent of the participant and the staff in the partner office.*

Natural Family Members – *Like host family members, your natural family members may have been abroad themselves, or have hosted a participant. Some may even be hosting a participant while you are away. Their contact with AFS is through volunteers in your home town or region and the AFS Office in your home country and NOT with U.S. volunteers or staff.*

AFS Support Chain of Communication



Notes

AFS-USA and U.S.

Department of State Contact Information

AFS in the United States has a National Service Center based in New York, NY as well as several Regional Service Centers located throughout the country. Staff should be called in the event of an emergency or if you need immediate assistance and are unable to reach any of your volunteer contacts. Please fill in the information below.

AFS EMERGENCY CONTACT NUMBER FOR EVENINGS AND WEEKENDS
1-800-876-2376

Participant:		
Host Family:		
Regional Service Center:		
Location:		
Staff contact name:		
Toll free phone number:	1-800-876-2377	
Regular phone number:		
Office hours;	Monday - Friday	9:00am-5:00pm
Emergency phone	Evenings and weekend	1-800-876-2376
National Service Center:	AFS Intercultural Programs, USA	
Location:	One Whitehall, 2nd Floor	New York, NY 10004
Business hours telephone:	1-800-876-2376	1-212-299-9000
Office Hours	Monday - Friday	9:00am-5:00pm
Emergency phone	Evenings and weekends	1-800-876-2376
U.S. Department of State		
In order to improve communications between the Department of State, program sponsors, program participants and host families, the Dept. established the following contact addresses:		
E-mail address: JVISAS@STATE.GOV	U.S. Department of State Office of Designation Private Sector Programs Division ECA/EC/PS - SA-5, Floor 5 2200 C Street, NW Washington, DC 20522-0505	

The shortest distance between two places isn't nearly as interesting.

The shortest distance between two places isn't nearly as interesting.

*Southern Comfort,
between friends.*

Короткий путь между двумя местами.
© 2005 Southern Comfort Beverage Company, Louisville, KY 40203. www.southerncomfort.com

MAN LAW SPOT VIOLATORS AND REPORT THEM. FOR THE GOOD OF ALL MAN.



A MAN SHALL NEVER KNOWINGLY ORDER A DRINK SERVED WITH DECORATIVE ELEMENTS.

Submit violations of this or any other man law and you could win a digital camera...

SUBMIT VIOLATIONS OF THIS OR ANY OTHER MAN LAW AND YOU COULD WIN A DIGITAL CAMERA. VISIT WWW.MANLAW.COM FOR PRIZE DETAILS AND TO VIEW ALL THE TOP 100. VISIT WWW.MANLAW.COM FOR PRIZE DETAILS AND TO VIEW ALL THE TOP 100.



CATCH VIOLATORS IN THE ACT. HERE'S HOW:

1. **Spot** the key word **MAN LAW** to **ORDER**
2. **Snatch** a photo of violation or WWW.MANLAW.COM
3. **Upload** a photo to WWW.MANLAW.COM

© 2007 P&G. All rights reserved. For more information, visit www.manlaw.com. Terms, conditions and prizes apply. See www.manlaw.com for details.



This ad campaign is a parody of the nights of the round table. It includes a website where one can report "unmanly" behavior and win prizes for doing so.

This Summer, taste matters.

This summer taste matters.



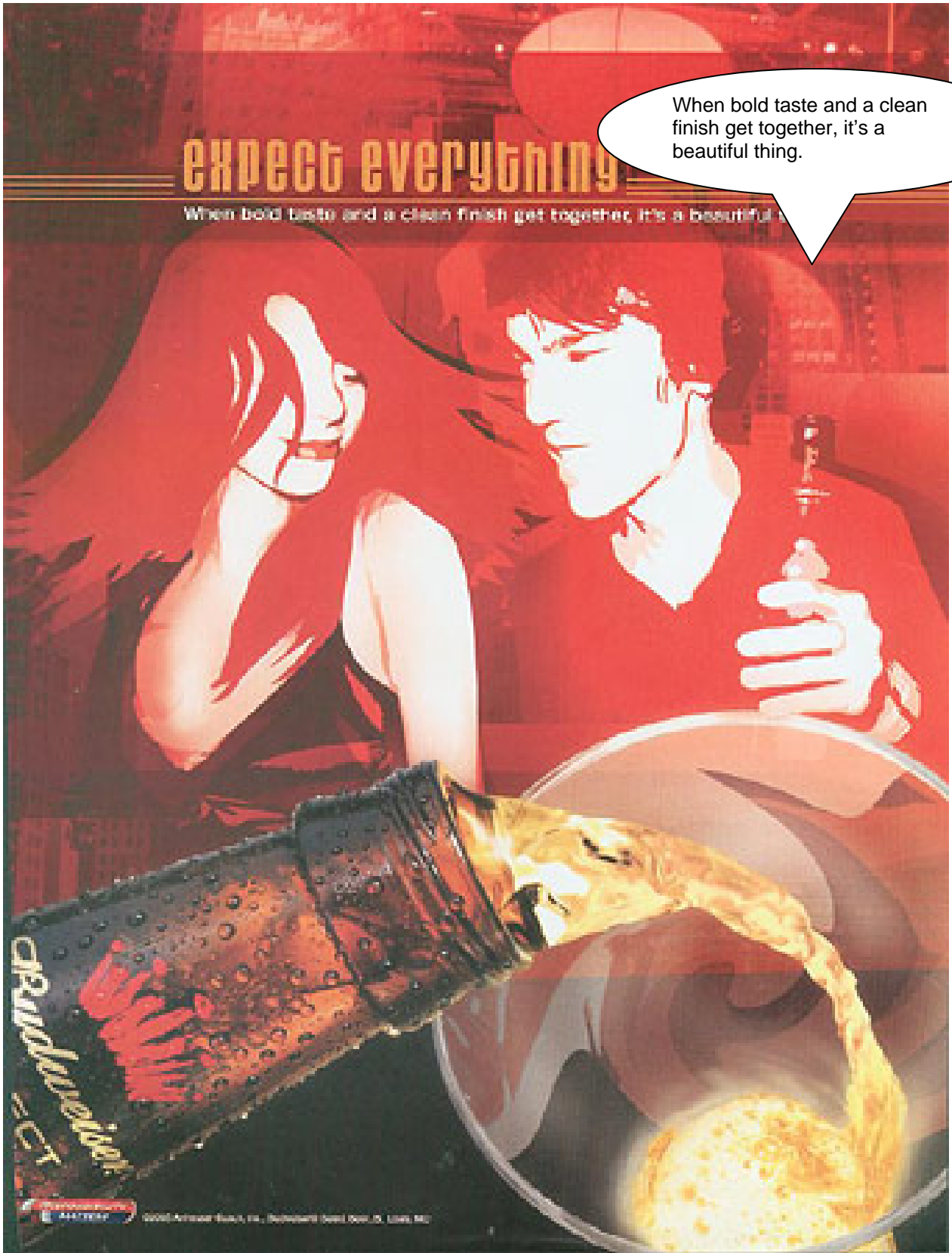
What matters to you this summer?
At Miller, taste matters.
That's why we brew Miller Lite
to have more taste than
Bud Light with half the carbs.

What matters to you this summer?
At Miller, taste matters.
That's why we brew Miller Lite
to have more taste than
Bud Lite, with half the carbs.

Miller
Good call.

Miller Lite is brewed with
100% natural ingredients.





expect everything

When bold taste and a clean finish get together, it's a beautiful thing.

When bold taste and a clean finish get together, it's a beautiful thing.



©2000 Amstel Beer, Inc., Detroit, MI, U.S.A.

LEO BURNETT U.S.A.
A DIVISION OF LEO BURNETT COMPANY, INC.

Ad/LD No. PMVSL/2151-C1 - Job No. M55460 - "New Boyfriend" - Digest Page - 4/C - Bleed - (5.5" x 7.34") - Digest Ads - 1998 (A)
Printed in the U.S.A.



It takes time to get over a breakup. Fortunately a new boyfriend can cut that time in half.

It takes time to get over a breakup. Fortunately a new boyfriend can cut that time in half.

VIRGINIA SLIMS
It's a *woman* thing.



SURGEON GENERAL'S WARNING: Smoking By Pregnant Women May Result in Fetal Injury, Premature Birth, And Low Birth Weight.

© Philip Morris Inc. 1998
8 mg "tar," 0.7 mg nicotine av. per cigarette by FTC method.

Digest Ads - Full Page



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LEO BURNETT U.S.A.
A DIVISION OF LEO BURNETT COMPANY INC.

AD #1869(N)-A3 - REQ.#M36830 - "NIGHT OWL" - PG 4/C BID (9 1/2x11 1/2) - NAT'L MAGS - 1995

YOU'VE COME A
LONG WAY, BABY

VIRGINIA SLIMS

YOU'VE COME A LONG WAY, BABY

“Lead the way?
Yeah...even in
3-inch heels.”

© Philip Morris Inc. 1995

8 mg "tar," 0.7 mg nicotine av. per cigarette by FTC method.

SURGEON GENERAL'S WARNING: Smoking Causes Lung Cancer, Heart Disease, Emphysema, And May Complicate Pregnancy.

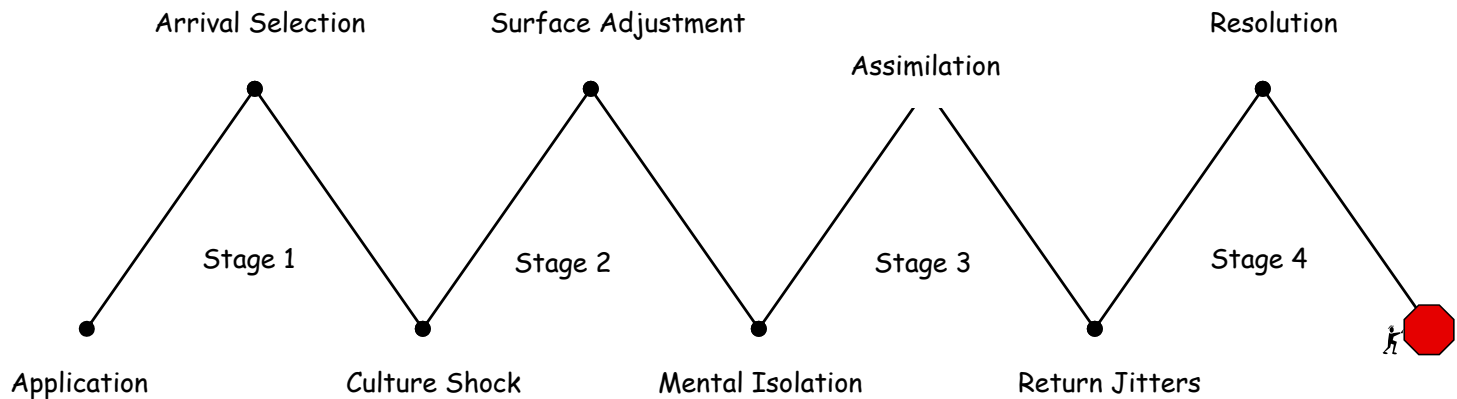


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Cultural Adjustment and Orientations

Experience shows that all students will undergo several emotional stages during the course of the AFS experience. These highs and lows are charted in the “Adjustment Cycle” below. Each person’s experience in terms of the length and intensity of these highs and low will be slightly different. The important thing to remember is that low points are normal and they will eventually pass.



Orientations are scheduled throughout the year with the adjustment cycle in mind. They are designed to provide you with the support, information and skills you need to experience a rewarding year.

The orientations will be planned and organized by your local volunteers. You are required to attend all orientations. Expect to attend the Post-Arrival Orientation 3 - 6 weeks after you arrive in your host community, and the Pre-Return Orientation 4 - 8 weeks prior to your departure. Many areas will also hold a Mid-Year Orientation at the midpoint of your experience.

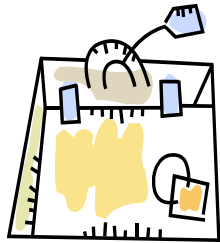
Tips for Participant in Welcome Families



If you brought gifts from home it would be nice to share something small with your welcome family; save other presents for your permanent family.

While your host family will change, your school will most likely remain the same so get to know your teachers, classmates and join an after school activity or sports team. Even if you do change schools these will be relationships that you may continue after the move and spending time interacting with others will help improve your English language skills!

Unpack your suitcase unless you are specifically told not to. You may be with your welcome family for several weeks.



AFS volunteers will find you a permanent family but you can participate in the process: talk with lots of people in your school and community. If you meet people who seem interested in hosting you, share that information with your AFS volunteers.

Enjoy your welcome family! Living with two families during your time in the U.S. is a great opportunity. It allows you to experience more than one way of living in the US and if you create bonds with your welcome family they will remain your friends long after you've moved to your permanent host family.



Refusal Skills: How to say “No”

- Stand/sit up straight
- Look the person right in the eye
- Speak in a firm voice
- Say it quickly but politely

Refusal Skills: Now Let’s Practice

Practice responding together:

Volunteer: I am having a party on Friday and my parents won’t be there. Do you want to come?

Participants: No, thanks, I already have plans.

Volunteer: Would you like something else to eat?

Participant: No thank you. Dinner was delicious but I am full.

Volunteer: Do you want to go smoke some pot?

Participants: No, I don’t want to.

Volunteer: Let’s go somewhere where we can be alone.

Participants: No. My ride will be here any minute.

Volunteer: Would you like some steak?

Participants: No thanks, I don’t eat meat.

Practice with a partner:

Participant 1: Do you want to go to the dance with me?

Participant 2: No, but thanks for the invitation.

Participant 2: Come on; stay a little a little longer!

Participant 1: No, my friends are waiting for me.

Participant 1: Hey, do you want to skip class with us and go to McDonald’s?

Participant 2: No, I can get in trouble with AFS for skipping school.

Participant 2: *Create your own response.*

Participant 2: I am too drunk to drive. Will you drive me home?

Participant 1: No, I can’t drive in the U.S.

Participant 1: *Create your own response.*

Create your own dialogue:

Participant 1: _____

Participant 2: _____

Participant 2: _____

Participant 1: _____

Participant and Host Family Questionnaire

When you arrive, you and members of your host family will have many things to talk about and many questions to ask each other. Many of their habits and daily routines may be quite different from your own. Take this opportunity to discover and discuss personal and cultural differences and learn about one another, using this worksheet as a guide. After discussing these differences, try to agree on a workable solution.

###

1. What should I call you? (Mom/Dad or first name etc.)

2. What am I expected to do on a daily basis?

make my bed

walk the dog

keep my room tidy

feed the pets

keep the bathroom tidy

Other: _____

3. Are there any chores you expect me to do or share with my siblings? (For example, take out the garbage/recycling, set/clear the table, do the dishes, yard work, vacuum or sweep the floors, etc.)

4. What things may I use around the house?

microwave

stove

sewing machine

computer

piano

stereo

Other: _____

5. May I personalize my room by moving the furniture, putting up pictures, etc.?

no

yes

6. If yes, what should I use to place items on the walls?

tape

pushpins

nails

7. Should I study in my room or elsewhere? _____

8. Are there any areas of the home in which I am not allowed?

9. How am I supposed to leave the bathroom after I am finished (door open or closed, fan, lights, heater off/on etc.)?

10. Where should I put my towel, toothbrush, shampoo etc. after I use them?

11. Will I use the family supply of such personal toiletries or should I purchase my own?

12. At what time/s do family members get up? _____

13. At what time should I wake up on school days/weekends?

14. Will someone wake me up or is there an alarm clock I must set? _____

15. What time do you expect me to go to bed:

weekdays/weekends _____

16. At what time/s may I:
watch TV _____

listen to music _____

do my homework _____

use the bathroom to shower or bathe _____

17. What are the typical mealtimes on weekdays/weekends?

breakfast _____

lunch _____

dinner _____

18. May I help myself to food from the refrigerator/cupboards between meals? _____

19. May I take food outside of the kitchen? _____

If yes, to which rooms? _____

20. Will I take a sack lunch to school or will I be given an allowance to purchase lunch from the school cafeteria?

21. Who will prepare the sack lunch (if applicable)? _____

22. May I use the phone to talk with my friends from school? If so, for how long? -At what times?

23. What are the rules for making long distance phone calls? Should I ask first? Am I expected to pay for each call? _____

24. What are the rules regarding internet usage? Should I ask first? _____

25. May I invite friends to the house? If so, at what time/s and under what conditions?

26. May I go out with friends at night during the week or on weekends? If so, by what time should I return home? _____

27. Does the family share certain activities in which I will also be expected to participate? For example, attend sports games, community events, go skiing etc. _____

28. Does the family attend religious services? If so, may I attend them as well?

29. I attend religious services different from that of the family. How can we arrange for me to attend these services, if possible?

30. List any other house rules re. smoking, punctuality, tidiness, curfew, etc.

Budget and Transportation

In order to help budget your personal spending money, please consider which of the following optional items you would like to purchase yourself and plan accordingly. Sometimes local AFS volunteers have funds available to help cover the cost of such items. Find out if your local AFS volunteers have funds available to help you cover these costs and make a note of this here.

	Amount needed	Do I want to purchase?	How covered?
School yearbook	_____	_____	_____
Class photos	_____	_____	_____
Class ring	_____	_____	_____
School trips	_____	_____	_____
Graduation expenses	_____	_____	_____
Prom expenses	_____	_____	_____

How will I get to and from school?

___ Public transportation

method (bus, subway) _____

round trip cost (provided by host family) _____

location of bus stop/subway station _____

time of departure/return _____

duration of trip _____

___ Carpool

name/s of driver/s _____

time of departure/return _____

duration of trip _____

___ Other (on foot, bicycle)

route _____

duration of trip

Safety Issues

1. Is there anything I should know about safe and less safe areas in this (part of) town? Are there guidelines about where it is safe/unsafe to walk during the day, after dark?

2. How should a fire or other emergency be handled? What are the telephone numbers of related emergency services?

3. How do you secure the home? Lock the doors and windows?

4. How do I best safeguard my belongings such as passport, traveler's checks, and camera?

5. If home alone, how should I respond to someone on the phone, who comes to the door?

6. What do I need to know about traffic and pedestrian safety?

7. What do I do if I get lost in town or if I don't have a key and nobody is home?

8. Is there anything I should know about the school culture, school rules, race relations, other tensions?

9. Are there activities, people, places I should avoid? What should I find out about a party, concert etc. before deciding to go?

Please read Chapter 7: True Friends, pages 73-79. Complete the worksheet by the time indicated



Keeping the Conversation Going

Here are some ideas to help you converse when all else fails.

Borrow words

Use a word from your native language. For example, insert the word *internet*, *taxi* or *OK* into the target language with the hope that the word will be understood.

Foreignize words

Use a word from your native language and fit it into the target language structure or pronunciation. Sometime you get lucky and the word, or something similar, actually exists in the target language. For example, give an Italian accent to words like *computer*, *automobile* or *hamburger* and you will probably be understood. *Aisu-ku-ri-mu* is the equivalent of *ice-cream* in Japanese and *dentista*, is *dentist* in Spanish. Would you believe *hachee dogee* is *hot dog*, in Brazilian Portuguese?!

Translate literally

Perform a word-for-word translation. For example, to tell someone that you are 20 years old in French, you say “Je suis vingt ans,” when the correct form would be “J’ai vingt ans,” literally “I have twenty years.” While you may not be right, you can usually get your point across.

Use a simple word

Use *animal* instead of *deer*, *tool* instead of *hammer*, or simple words such as *big* for *huge* or *gigantic*. You could also attach an intensifier like *very*, *a lot*, *many* or other descriptive words to achieve a closer approximation.

Use descriptions

If you do not know how to say something the way you wish, try saying it with the vocabulary and sentence structure you know. For example, if you want to thank your host mother for the ride to school, but don’t know how to say “ride,” you could say *Thank you for the car.* or *Thank you for bringing me to school.* You could probably even leave out *bringing* and she would fill in the blank for you!

If you do not know the past tense of the target language very well, describe the action. Instead of *She went to the store*, say, *She is now at the store.* Or, for other tenses, state

the action in the present tense and add qualifying word/s such as *yesterday*, *tomorrow*, at a particular time, etc.

Get creative

Make up a new word in the target language to communicate the unknown word. For example *bubble* could be called *circle of air*, or *lawn* could be *carpet of grass*. Similarly, if you don't know the word for *grass* you could substitute it with *little plants*, or *thin green plants etc.*

Use antonyms. For example, if you don't know the word for *clean*, say *the opposite of dirty...* or *the opposite of young* for *old*. Just make sure that you know how to say the equivalent of *the opposite of* in the target language!

Or, act out or draw the word in question. This can actually be a good icebreaker when meeting new people as humor is often involved in the process. (It's a good idea to keep a small notepad and pen with you for such occasions, and to write down new words as you learn them and note others that you don't know and will look up later.)

Ask for help

Natives may be more than willing to serve as "experts" on their language and to provide you the word or words you need. They will probably be pleased that you are so interested in learning their language.

And finally, always remember to say the equivalent of *please* and *thank you* in the target language when asking for, and after receiving assistance, or anything else for that matter!

Good luck!

*Adapted from Maximizing Study Abroad

R. Michael Paige et al, Center for Advance Research on Language Training
University of Minnesota, 2002.



AFS-USA MISSION

AFS-USA works toward a more just and peaceful world by providing international and intercultural learning experiences to individuals, families, schools, and communities through a global volunteer partnership.

Eastern Regional Service Center 231 East Baltimore Street, 15th Floor, Baltimore, MD 21202 Fax (410) 539-5636
Central Regional Service Center 2356 University Avenue West, Suite 424, St. Paul, MN 55114 Fax (651) 647-6628
Western Regional Service Center 506 SW 6th Avenue, 3rd Floor, Portland, OR 97204 Fax (503) 241-1653

Call 1-800-876-2377 to reach the Regional Service Center nearest to you <http://www.afs.org/usa>